

**EXHIBIT A**

**STATEMENT OF WORK**

**SUMMERLAND CIRCULATION & PARKING IMPROVEMENTS  
COUNTY OF SANTA BARBARA AGREEMENT WITH WILLDAN  
DETAILED DESIGN SERVICES AS DESCRIBED IN THE FOLLOWING PAGES OF THIS EXHIBIT**

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**ATTACHMENT A-1 SCOPE OF WORK**

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# SUMMERLAND PARKING & CIRCULATION WORK PLAN

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## Phase II: Final Design

### **Task 9 – Project Management & Team Leadership & Quality Control – Phase II**

Willdan's management team is dedicated to the principles of technical excellence and professional quality. Project Management, Team Leadership, and Quality Control are stressed through out the life of all of our projects. During the final design phase, much emphasis will be placed on detailed quality assurance review of field conditions against design drawings to ensure that the proposed improvements join properly to existing improvements without compromising existing or future land uses. In light of the tight project schedule that must be met, we are recommending initiating the Phase II final design immediately following contract agreement. A Phase II design progress submittal is scheduled prior to 65% design submittal, soon after the NTP is received. After County staff reviews the progress submittal, an informal meeting will be conducted for staff to provide direction to the design team. A PDT meeting will be held prior to the 65% submittal. Again, this second progress submittal will precede the PDT meeting so the County staff can review the documents prior to meeting with the design team. Another PDT meeting will follow the 65% PS&E submittal where the design team can obtain direction from County staff. Following the 65% PDT meeting and implementation of resulting design updates, a Final Design Public Workshop is scheduled to present the 65% design to the community at large. The community feedback will then be incorporated into the design and another progress submittal and feedback meeting with County staff will occur at the 90% design point. A final PDT meeting will follow the 100% design submittal to wrap up final corrections.

*Deliverables: Minutes of PDT Meetings (Pre-65%, 65% and 100% milestones); Conduct Public Workshop (Agenda/Minutes), Minutes of Progress submittal Meetings (2)*

### **Task 10 – Final Design Unchecked – 65% PS&E – Roadway**

This task includes detailed design to take the 35% design concept to a completed design that is ready for an independent check by the County staff. Immediately on receipt of NTP, the Willdan team will identify areas requiring supplemental survey and submit a request for the county surveyor's office. The Willdan team will also conduct required supplemental fieldwork to establish detailed culture of adjoining improvements, etc. during this phase of the project.

All major improvements, including drainage facilities, retaining walls and slope grading, roadway plan and profile, signing and striping, and appurtenant work, will be shown and detailed on the GAD. A set of technical special provisions will be prepared including provisions to adequately describe and specify the details of the design. An

engineer's estimate and bid sheet for each construction phase will also be provided. Design assumptions, subject to mutually agreed adjustment, will include the following:

1. The Willdan team shall provide ADA compliant design or shall provide for design exemptions. It is understood that 2 HC Ramps will likely need to apply for design exemption, including one in the Caltrans ROW.
2. The Willdan team shall provide design such that all Right-Of-Way needs from Caltrans will be obtainable through the encroachment permit process. Willdan shall prepare required Caltrans encroachment permit applications for the County to submit to Caltrans and prepare responses to comments received until approval is obtained.
3. Project will be reviewed and returned by the County in a timely manner to expedite design.
4. The Design will be split into two construction phases, 2A and 2B. The Phase 2A design will include improvements between Evans Ave. and Valencia Ave., or a subset of this reach that will not exceed the available construction budget of approx. \$2.1 million. The Phase 2B design will include the rest of the Ortega Hill Road/Lillie Avenue corridor outside of Phase 2A, beginning at Ortega Ridge Road and ending at Greenwell Ave.
5. No development within 100' of the creek will be included in the design, unless it is a "like for like" repair that will not result in the need for review and approval by the California Coastal Commission.
6. Soils investigations will be conducted to support retaining wall design for 3 locations that may require walls over 4' high. Wherever possible, Caltran's standard retaining wall designs will be utilized.

The 35% design phase Project Report submitted in design Phase I will be updated for 65% submittal. The final PS&E will be prepared according to the Caltrans Ready to List guide. The Willdan team management will conduct an in-house independent check prior to forwarding the 65% submittal (completed detailed design). The special provisions, sections 8, 9, &10, will be prepared and submitted to the County for review at the 65% design milestone. The review comments shall be incorporated and updated files submitted. The County will then compile the complete Special Provisions package (boiler plate & sections 8,9, &10), print out (Electronic PDF) and return for Willdan's review of the document for conflicts between sections. Willdan will return redlines to the County, highlighting resolution of boilerplate conflicts with the technical sections prepared by Willdan. Upon satisfactory completion of the document, Willdan will stamp and sign the signature page of the special provisions as final specification ready to bid.

In order to expedite the review process and keep the project on schedule, the Willdan team will present the 65% PS&E to the PDT.

*Deliverables: 65% Project Report with PS&E – Roadway; Boilerplate Spec review*

## **Task 11 – Landscaping/Irrigation/Lighting Plans – 65% PS&E**

The review comments from the County and input received through the Preliminary Design Public Workshop will be incorporated into the landscape PS&E as the project moves into the detailed design phase. Updates to the landscaping/irrigation and lighting plans will proceed concurrently with the roadway design through close coordination. Key components of the landscape plan, such as street furniture, light poles, conduits and pull boxes, will be shown on the roadway plans with reference to the landscape plan for details.

*Deliverables: 65% Landscaping/Irrigation/Lighting Plan (attachment to the PR)*

## **Task 12 – Utilities Coordination**

Willdan does not take utility coordination lightly. Identifying and avoiding utilities during our design will minimize the potential for costly delays during construction. During the initial information gathering task of this project, Willdan mailed utility notices using the existing initial base plan with conceptual streetscape design as a basis for information requests. Follow-up correspondence and coordination with utilities will be ongoing and will be incorporated into our design at all stages, including coordination of required agreements. Additional utility notices will be sent out at the 65% milestone and prior to bidding to ensure confidence in the location of all utilities.

Utility coordination shall follow the Caltrans format with regard to Verification Letter to Owner & Request for Information From Utility Company (A-letter), B-letter, Notice to Owner, Agreements, etc.

The County requires all utility owners to relocate, adjust, or otherwise mitigate any conflicts between their facilities and the public works improvements to be constructed. The information exchanged at the utility meeting held during the initial design phase indicated that there were not any major conflicts requiring moving utility poles or large box structures, at least preliminarily. However, there are some conflicts with some utility cabinets near the fire station that will require relocation. This task includes coordination of necessary relocations or adjustments of conflicting utilities with their respective owners.

*Deliverables: Incorporate info from preliminary notices into plans, issue 65% and Final Design Utility Notices, Coordinate relocations or adjustments*

### **Task 13 – Final Design Checked – 100% PS&E**

The review comments from the County (65% PDT & comment set) and input received through the Design Development workshop will be incorporated and the PS&E will be finalized for County review and approval. A final Project Report will be furnished with all required attachments, including required permits, environmental clearances, GAD, HP, Detailed Construction Cost Estimate and final Technical Specifications.

*Deliverables: 100% PS&E Project Report*

### **Task 14 – Approval of Contract Documents**

The Willdan team will address any final comments provided by County staff and submit a wet stamped/signed set of plans on reproducible Mylar sheets, final cost estimate and technical specifications along with electronic copy of all final deliverables on CD for use in production of bid sets.

*Deliverables: Reproducible and Electronic Copy of Signed PS&E including one (1) set of wet signed 24"x36" mylar and one (1) set of 11"x17" bond copy plans.*

### **Task 15 – Bidding Phase**

The Willdan team will support County staff during the bid phase of the project. Services to be provided during this phase include conducting the pre-bid meeting if requested by the County; providing written responses to all requests for information and associated design amendments as may be required.

*Deliverables: Conduct Pre-bid Meeting (if requested); Respond to RFIs and Provide Required Design Amendments.*

SUMMERLAND PARKING & CIRCULATION  
**PROJECT SCHEDULE/MILESTONES**

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The schedule below indicates the anticipated Phase II design project schedule, assuming Notice to Proceed (NTP) is issued on April 17, 2007.

<b>Date</b>	<b>Milestone</b>
April 17, 2007	NTP
April 26, 2007	Progress submittal (PS&E)
May 1, 2007	Meeting to review progress submittal
May 2, 2007	Second Utility Notice
May 21, 2007	Pre- 65% Submittal
May 24, 2007	Pre- 65% PDT meeting
June 11, 2007	65% Submittal
June 14, 2007	PDT Review Meeting for 65% Submittal
June 21, 2007	County returns 65% review comments
June 28, 2007	Public WS#3 – 65% Design presentation
July 2, 2007	Final Utility Notice
July 16, 2007	Progress submittal (PS&E)
June 18, 2007	Meeting to review progress submittal
August 6, 2007	100% PS&E Submittal
August 14, 2007	PDT meeting / County returns 100% review comments
August 23, 2007	Final Corrections/Final Submittal
August 30, 2007	County Approval/ Bid Advertisement
September 27, 2007	Receive Bids
October 9, 2007	Prepare Staff Report
November 6, 2007	Board Approval and Award